



## **Notice to Prospective Proposers**

**Multiple Awards Request for Proposal (RFP) Number: 03-73004-000**

**RFP Title: Department of Mental Health/Department of Rehabilitation Cooperative Program Training/Technical Assistance**

May 16, 2003

You are invited to review and respond to this Request for Proposal (RFP), entitled 03-73004-000, Department of Mental Health/Department of Rehabilitation (DMH/DOR) Cooperative Program Training/Technical Assistance. In submitting your proposal, you must comply with these instructions.

Note that all agreements entered into with the State of California will include by reference General Terms and Conditions and Contractor Certification Clauses that may be viewed and downloaded at the Internet site [www.ols.dgs.ca.gov/ standard+language](http://www.ols.dgs.ca.gov/standard+language). If you do not have Internet access, a hard copy can be provided by contacting the person listed below. If you have questions, or should you need any clarifying information, the contact person for this RFP is:

Christina Bednarczyk  
Department of Mental Health  
Phone: (916) 654-3074  
Email: [cbednarc@dmhhq.state.ca.us](mailto:cbednarc@dmhhq.state.ca.us)

Questions must be submitted and received via email no later than **4:00 p.m. on June 10, 2003**. Questions and answers will be mailed to all who have requested a copy of this RFP. In addition, questions and answers will be posted on the DMH Internet site, [www.dmh.ca.gov](http://www.dmh.ca.gov). Please note that no *verbal* information given will be binding upon the State unless such information is issued in writing.

WILLIAM A. AVRITT, Acting Deputy Director  
Administrative Services

Attachments

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\*\*These documents are not required with the Proposal package but are required upon award of the contract

## **A) Purpose and Description of Services**

Since 1992, the Department of Mental Health (DMH) and the Department of Rehabilitation (DOR) have had an Interagency Agreement for the purpose of promoting cooperation and collaboration between agencies at the state and local levels to increase and improve employment, career development, and independent living opportunities for individuals with severe psychiatric disabilities.

The Interagency Agreement established the DMH/DOR Cooperative Program within the DMH Systems of Care Division to administer the provision of state level training and technical assistance to local county mental health (CMH)/DOR cooperative programs.

The purpose of this RFP is to contract with subject matter specialists to provide training and technical assistance, statewide, related to subject areas associated with utilizing the Recovery Model as the basis for building programs and systems for the employment of persons with severe psychiatric disabilities. It is anticipated that the volume of requests for training and/or technical assistance will necessitate consideration of multiple responsive proposers for each subject area. The subject areas are as follows:

### **1. Building Consumer Capacity for Employment**

Provide training and/or technical assistance focused on developing the skills necessary for supporting healthy working relationships between consumers, people engaged in support of consumers, and the development of natural community support systems. Focus should be placed on promoting the importance of consumer self-determination and participation in the decision-making process for vocational planning. Proposer should include, as a minimum, the following areas:

- a. Understanding and demonstrating techniques that identify the specific skills and strengths of persons seeking employment.
- b. Identifying and addressing “soft skills” issues that could impact employment success, such as accountability, team player attitude, time management and other general employer expectations.
- c. Identifying and utilizing individualized natural supports before, during, and after the employment service process.
- d. Methods for identifying, engaging, and utilizing broad-based community resources to help support and increase employment opportunities.
- e. Identifying and working with sources of stigma and cultural differences.
- f. Designing ongoing successful structures for consumer/peer groups.
- g. Building strong community collaborative relationships.

h. Identifying appropriate local resources and facilitating collaboration.

2. Job Development, Placement and Retention

Provide training and/or technical assistance on developing the strategies and support systems for locating and accessing viable employment opportunities, helping consumers prepare for the world of work, and assuring employment retention services are in place where and when needed. The proposer should address the specialized service needs of persons with multiple employment issues such as: dual diagnoses, communication barriers (i.e., non-English speaking, speech impairment, unable to read, etc.), crime victimization, felony history, learning disability, additional physical disabilities, etc. The proposer should focus on, as a minimum, the following areas:

- a. Discussing the importance of employment as part of recovery.
- b. Discussing theories of career development and job placement to include an understanding of labor market research and trends, and how to access them locally.
- c. Strategies for job locating and methods of effective communication with employers.
- d. Identifying and utilizing community service organizations and other resources to increase job opportunities.
- e. Developing and utilizing marketing methods; strategies to emphasize “ability” rather than “disability.”
- f. Analyzing the work environment and job duties.
- g. Addressing the concept of work, to include the range of employment options such as External Situational Assessment, volunteerism, part-time work, full competitive employment, etc.
- h. Job matching, restructuring and creation techniques.
- i. Addressing career development areas, such as the role of employment services, assessment services, disclosure issues, ADA, job accommodations, identifying systems and personal barriers to employment, etc.
- j. Developing job seeking skills and addressing consumer fears about employment.
- k. Identifying and developing partnerships with all community partners to build balanced support systems for consumers on and off the job.
- l. Identifying and developing supports (immediate and long term) necessary to assure job retention.
- m. Addressing career development and advancement strategies.

- n. Utilizing business language to assist job developers and other staff looking for employment opportunities for consumers.
- o. Facilitating communication with employers about fears, benefits and general experiences with people with disabilities.
- p. Supporting consumer employment efforts.

### 3. Benefits Planning

Provide training and technical assistance on information regarding benefits programs and work incentives as they pertain to individuals with psychiatric disabilities. The Proposer should include, as a minimum, the following areas:

- a. Social Security, Medi-Cal, Welfare, Supportive Housing and other related programs.
- b. Work Incentives, including the emerging Ticket-to-Work program.
- c. Identify and Develop Benefits Management Tools and Resources.
- d. Identify and develop an understanding of the impact of employment on various benefits programs.
- e. Identifying appropriate local resources and facilitating collaboration.

The proposer is expected to work with local CMH/DOR cooperative points of contact to plan the training, and include local Social Security and other agency staff who regularly work with benefits programs as part of each training event for the purpose of building increased local resource capacity and collaboration. This material must be presented in an interactive manner through the use of local case examples or other examples.

### 4. Employment Success & Illness Management: the Impact of Substance Abuse, Medications, and Psychiatric Disability

Provide training and/or technical assistance on the effects of basic classes of psychiatric medications, substance use and abuse and how they can affect a person in employment situations. Address illness management strategies to support educational, employment and job retention goals. The proposer should include, as a minimum, the following areas:

- a. Current and emerging psychiatric medications to include proper monitoring, effects and side effects, and potential abuse.
- b. Illegal substance use and alcohol abuse to include an understanding of the effects, side effects, and interplay with psychiatric medications, and research regarding factors correlated with substance abuse disorders.

- c. Address the factors of medication and illegal substance use that could potentially impact employment goals to include illness management strategies and supports that promote success.
- d. Identify and understand the array of issues linking medication to employment to include workplace factors that impact medications, employer inquiries, and reasonable accommodations.
- e. Discussion of the approach of medication collaboration and how the illness management planning process supports quality of life goals and choices.
- f. Identify and understand the service systems and treatment approaches that respond to the day to day needs of consumers with co-occurring psychiatric and substance abuse disorders, their families, and significant others.
- g. Address the linkage between mental health, DOR, employment service providers, and substance abuse professionals with regard to the development and delivery of interagency collaborative activities that focus on maximizing use of available resources from all systems.
- h. Address consumer participation and choice in illness management, including medication and proactive self-help techniques, such as behavioral tailoring and relapse prevention, and the critical role of illness management in recovery from mental illness.
- i. Proactive collaborative approach for job retention through case management and medication management, as well as peer-based illness self-management programs
- j. Linking clinical and theoretical aspects into practical applications related to employment.
- k. Identifying appropriate local resources and facilitating collaboration.

##### 5. The Consumer Perspective in the Partnership of Employment and Recovery

The DMH/DOR Cooperative Program is seeking proposers to establish a cadre of specialists with current or former experience using mental health services who can present, speak, and/or provide training and technical assistance in support of community employment for consumers in one or more of the following three broad areas:

- Partner with DMH/DOR Cooperative contractors for any of the topics presented in this RFP to participate as a co-trainer, panel presenter, keynote speaker, facilitator, etc.
- Participate in regional or statewide events supported by the DMH/DOR Cooperative Program
- Provide consultation in the development of future training opportunities

In a multi-lateral approach to the employment and support challenges at county, regional, and state levels, specific areas may include, but not be limited to:

- System change: changing the culture toward the systemic preparation and proactive support of consumers' educational and employment goals, including the human resources systems in the full range of community employment
- Recovery and wellness strategies that support consumers' educational and employment goals
- Disclosure exploration and strategies for reasonable accommodations at school and work
- Defining and addressing role changes, such as consumer or care provider to colleague.
- Supported Education and Educational Outcomes that lead to employment
- Community-based, holistic and natural supports for consumers in school and at work

Cost Proposal Note: The range of services, as indicated above, may be provided in hourly increments depending on the event. When determining the cost proposal for the above topic, proposer must provide a breakdown of the **all-inclusive daily rate**: full day, half day, or the hourly rate for partial day activities such as keynote speaker or panel participant.

#### 6. Building Partnerships with Community Colleges and Universities to Support Employment Outcomes

Provide training and/or technical assistance on building collaborations with local community colleges and universities to establish best practices in supported education and human services curriculum development. Proposer should address, as a minimum, the following areas:

- a. Supported education and educational outcomes that lead to employment.
- b. Overview of rehabilitation principles and practices relevant to learning and education.
- c. Theoretical framework, concepts and models of supported education.
- d. Practical techniques for developing educational opportunities to support employment outcomes.
- e. Working with colleges and their mental health communities to assess and develop programs to meet individualized needs of their partners:
  - Establishing the community connection.
  - Identifying common challenges and opportunities.
  - Discussing characteristics of project curriculum.

- Developing instructional delivery skills.

f. Identifying appropriate local resources and facilitating collaboration.

## 7. Providing an On-Site Experience that Demonstrates a Culture Supporting The Employment Goals of Consumers

Contractor will provide a specialized two-day on-site training experience in which employment partners will fully participate in the operational activities, philosophy, and structures of a recovery/employment-focused program. Proposer should include, as a minimum, the following topics:

- a. The values and principles of psychosocial rehabilitation and recovery as they relate to employment outcomes for persons with severe psychiatric disabilities.
- b. Developing and fostering an overall program/system wide culture that supports the employment goals of consumers to include:
  - The philosophy that “employment is everybody’s business.”
  - Partnering employment staff, case management staff and psychiatrists to advance the employment goals of consumers.
  - The value of emphasizing the support of wellness strategies.

## 8. System/Program Assessment, Planning, and Development

Provide technical assistance in assessing systems and programs based upon proposer’s comprehensive knowledge of current trends within the mental health, rehabilitation, and employment fields. The proposer’s assessments should include, but are not limited to the following areas:

- a. Identifying program/system strengths and areas for growth.
- b. Planning for improvements.
- c. Assessing current interagency collaborations and partnerships as they relate to their common goals.
- d. Assessing current service delivery systems.

Proposer’s Note: Contractor will be expected to provide a consultative report to local partners and the DMH/DOR Cooperative Program that addresses recommendations for system and program change and suggested training elements and tools to support identified needs. Additionally, the contractor will provide follow-up technical assistance to support organizational and program change as needed and/or requested.



9. Designing Research and Evaluation to Promote Evidence Based Practices

Provide technical assistance to state and local level cooperative partners on developing replicable research designs and process evaluations of:

- Employment services and supports provided to persons with severe psychiatric disabilities.
- The impact of DMH/DOR Mental Health Cooperative Programs sponsored training and technical assistance provided to local cooperative partners and their communities.
- The impact of system level regulation and policy changes on employment service outcomes, service provider staff and consumers.

Technical assistance can be in the form of:

- Assisting in the development of standardized, replicable, valid and reliable survey instruments, research designs, and/or process evaluation plans.
- Analyzing demographic characteristics and outcome data in light of current literature in the fields of mental health and vocational rehabilitation.
- Providing written input to studies recommending changes to service practices, policies, regulations and training curriculum.

10. Developing and Implementing Customized Training Series

In conjunction with DMH/DOR cooperative Program staff, provide technical expertise for local and/or regional collaborative partners requesting a customized training series. The contractor will work with state and local partners to include, as a minimum, the following activities:

- a. Work with DMH/DOR training coordinators to develop, implement, facilitate, and evaluate local training series.
- b. Provide expertise to plan and facilitate the planning/development meeting with local community partners to initiate the series.
- c. Work with identified training consultants in areas such as: availability, scheduling, training content, series continuity, and follow-up.
- d. Assess program and training needs after series completion for follow-up and additional training needs.

### Definition

In the context of this RFP, technical assistance refers to assisting local cooperative programs in addressing issues and concerns. Services may include assessing system problems and suggesting possible resolutions; helping programs evaluate making changes to their services systems; identifying ways of improving communications between partner agencies; or any other assistance required to contribute to the continuous improvement of cooperative programs.

### **B) Minimum Qualifications for Proposers**

1. Proposers must have expertise and ability to provide training and/or technical assistance in the identified subject area(s) based upon reference checks, resume/vita, and statement of qualifications.
2. Proposers must have successful experience in addressing the diversity and varied needs of the participants and their communities receiving training and/or technical assistance. This diversity should include:
  - a. The varied needs of different geographical regions throughout the state and the regional characteristics that determine service delivery.
  - b. Individuals from different cultural, ethnic, and socioeconomic backgrounds.
  - c. The interests of consumers, families, and respective advocacy groups.
  - d. The interests of administrative and program staff from mental health, rehabilitation, and private or public non-profit employment services or agencies.
  - e. Other interested persons or constituency groups who support and value the provision of employment, education, and independent living opportunities for individuals with severe psychiatric disabilities.
3. Proposers must be able to work cooperatively and collaboratively with DMH Training Coordinator, DOR, local mental health and rehabilitation staff, consumers, family members, employers, and other interested persons on assessing local needs, training schedules, collection and return of sign-in and evaluation forms, and other activities related to carrying out the terms of the contract. Upon assessment of local needs, proposers must be prepared to adjust work plans according to the level of training needed (i.e. beginning, intermediate or advanced).

The references provided by the proposer will be contacted to verify the above minimum requirements.

## **C) Proposal Requirements and Information**

### **1) Key Action Dates**

<u>Event</u>	<u>Date</u>
RFP available to prospective proposers	May 16, 2003
Optional Pre-proposal Conference	June 5, 2003, 10:00 a.m.
Deadline for Submission of Written Questions	June 10, 2003, 4:00 p.m.
Final Date for Submitting Proposal	June 25, 2003, 2:00 p.m.
Notice of Intent to Award	July 11, 2003
Proposed Award Date	August 1, 2003

**2) Optional Pre-Proposal Conference**

a) An optional pre-proposal conference is scheduled for the purpose of discussing this RFP. Below are the details:

**Date: June 5, 2003, Time: 10:00 a.m.**

**Location: Department of Rehabilitation  
2000 Evergreen Street, Sacramento, CA 95815  
Feather River Room, 1st Floor**

Proposers must contact Christina Bednarczyk by email at [cbednarc@dmhhq.state.ca.us](mailto:cbednarc@dmhhq.state.ca.us) no later than **May 30, 2003** to notify of planned attendance to the pre-proposal conference.

b) In the event a potential proposer is unable to attend the optional pre-proposal conference, an authorized representative may attend on their behalf. The representative may only sign-in for one organization/agency.

c) For proposers who need assistance due to an impairment resulting from a disabling condition, a reasonable accommodation will be provided by the awarding agency upon request for the pre-proposal conference. The Proposer must contact Christina Bednarczyk by email at [cbednarc@dmhhq.state.ca.us](mailto:cbednarc@dmhhq.state.ca.us) no later than **May 27, 2003** to arrange for a reasonable accommodation.

**3) Written Question Submittal Deadline**

Questions must be submitted in writing no later than **4:00 p.m. on June 10, 2003**. Questions must be sent to Christina Bednarczyk by email at [cbednarc@dmhhq.state.ca.us](mailto:cbednarc@dmhhq.state.ca.us). Questions and answers will be mailed to all who have requested a copy of this RFP. In addition, questions and answers will be posted on the DMH Internet site, [www.dmh.ca.gov](http://www.dmh.ca.gov).

**4) Work Plan**

The proposer shall develop one (1) work plan for each subject area the proposer wishes to be considered. A work plan cannot exceed ten (10) double-spaced, typewritten pages and must address the following areas:

- a. **Subject Matter Description:** The work plan will describe what the proposer intends to provide in training (which may include technical assistance) in the subject area for which the proposal is submitted. This description will include the values, principles, knowledge, specific outcome objectives, course outline, presentation techniques/approaches, and other components that the proposer will use in providing the proposed training and/or technical assistance. **Proposers must demonstrate that presentations will be interactive and will utilize various styles (i.e., didactic lecture, group discussions, breakout groups, skill practice sessions, inclusion of presentations from local experts, audio-visual presentations).** The work plan must indicate if the proposer intends to provide training, technical assistance or both, and whether the event is proposed to be **one (1) or two (2) days** in length.

- b. **Materials:** The work plan will specify the materials the proposer intends to use in the course of providing training and/or technical assistance. It is understood that the costs of materials, including handouts, are part of the all-inclusive daily rate for consulting services.
- c. **Statement of Qualification:** The work plan must contain a Statement of Qualification, addressing the training, experience, and past performance which describes specifically how and why the proposer is uniquely prepared with knowledge and expertise to provide the training and/or technical assistance being proposed. This will be in addition to the resume or vita, or other supporting materials being submitted. When an organization (or partnership) submits a proposal, a Statement of Qualification must be included for each person identified to provide services.
- d. **Additional Supporting Materials:** The proposer may offer additional materials supporting the work plan. The selection of these materials is entirely the decision of the proposer. These materials may include past course materials, pamphlets, papers, books, or any other materials produced by the proposer that are relevant to the specified subject area in the work plan and the population served by the Cooperative Program. If such materials are offered, the proposer must identify and provide a brief description within the work plan. DMH reserves the right to request copies of the identified supporting materials and will not consider these materials in the rating/scoring process.

## 5) Cost Proposal

Each work plan submitted must include a cost proposal that identifies the **all-inclusive daily rate** for services. The all-inclusive daily rate includes all costs, including preparation time, consultant time, travel expenses, per diem, materials, reproduction, provision and collection of evaluation forms, sign-in sheets, employee and support time expenses, reasonable accommodations, and all other costs related to carrying out the terms of the contract. Use the Sample Cost Proposal Worksheet (Attachment 4) as a guide in preparing your cost proposal. Note: The Proposer must not include estimated costs of conference rooms or any venue where training and/or technical assistance will be conducted when calculating the all-inclusive daily rate for services. Training and/or technical assistance venues will be provided by the local communities requesting services.

## 6) Resume or Vita

Proposals must include a current, typewritten resume or vita for each person identified to provide training and/or technical assistance services.

## 7) Submission of Proposal

- a) Proposals should provide straightforward and concise descriptions of the proposer's ability to satisfy the requirements of this RFP. The proposal must be

complete and accurate. Omissions, inaccuracies or misstatements may be cause for rejection of a proposal.

- b) All proposals must be submitted under **sealed** cover and sent to the Department of Mental Health by dates and times shown in Section C, Proposal Requirements and Information, Item 1) Key Action Dates (page 11). Proposals received after this date and time will not be considered.
- c) A minimum of eight (8) copies (1 original, 7 copies) of the proposal must be submitted.
- d) The original proposal must be marked "ORIGINAL COPY". All documents contained in the original proposal package must have original signatures and must be signed by a person who is authorized to bind the proposing firm. All additional proposal sets may contain photocopies of the original package.
- e) The proposal envelopes must be plainly marked with your agency name and address, the RFP number and title, and must be marked with "DO NOT OPEN", as shown in the following example:

(Your agency name and address)  
03-73004-000  
DMH/DOR Cooperative Program Training/Technical Assistance  
**DO NOT OPEN**

If the proposal is made under a fictitious name or business title, the actual legal name of proposer must be provided.

Proposals not submitted under sealed cover and marked as indicated may be rejected.

- f) **All proposals shall include the documents identified in Section E, "Required Attachment Checklist" (page 19).** Proposals not including the proper "required attachments" shall be deemed non-responsive. A non-responsive proposal is one that does not meet the basic proposal requirements.
- g) Mail or deliver proposals to the following address:

U.S. Postal Service Deliveries or Hand Deliveries (UPS, Express Mail, Federal Express)

**Department of Mental Health, Contracts Office  
1600 9<sup>th</sup> Street, Room 150  
Sacramento, CA 95814**

**All proposals must be received no later than 2:00 p.m. on June 25, 2003.  
Postmarks will not be accepted.**

- h) A proposal may be rejected if it is conditional or incomplete, or if it contains any alterations of form or other irregularities of any kind. The State may reject any or all proposals and may waive an immaterial deviation in a proposal. The State's waiver of an immaterial deviation shall in no way modify the RFP document or excuse the proposer from full compliance with all requirements if awarded the agreement.
- i) Costs incurred for developing proposals and in anticipation of award of the agreement are entirely the responsibility of the proposer and shall not be charged to the State of California.
- j) An individual who is authorized to bind the proposing firm contractually shall sign the Attachment 2, Proposal/Proposer Certification Sheet, page 20. The signature must indicate the title or position that the individual holds in the firm. An unsigned proposal may be rejected.
- k) A proposer may modify a proposal after its submission by withdrawing its original proposal and resubmitting a new proposal prior to the proposal submission deadline as set forth in the Key Action Dates. Proposal modifications offered in any other manner, oral or written, will not be considered.
- l) A proposer may withdraw its proposal by submitting a written withdrawal request to the State, signed by the proposer or an authorized agent of the proposer. A proposer may thereafter submit a new proposal prior to the proposal submission deadline. Proposals may not be withdrawn without cause subsequent to proposal submission deadline.
- m) The awarding agency may modify the RFP prior to the date fixed for submission of proposals by the issuance of an addendum to all parties who received a proposal package.
- n) The awarding agency reserves the right to reject all proposals. The agency is not required to award an agreement.
- o) Before submitting a response to this solicitation, proposers should review, correct all errors and confirm compliance with the RFP requirements.
- p) More than one proposal from an individual, firm, partnership, corporation or association under the same or different names, will not be considered.
- q) The State does not accept alternate contract language from a prospective contractor. A proposal with such language will be considered a counter proposal and will be rejected. The State's General Terms and Conditions (GTC) are not negotiable.
- r) No oral understanding or agreement shall be binding on either party.

## 8) Evaluation Process

- a) At the time of proposal opening, each proposal will be checked for the presence or absence of required information in conformance with the submission requirements of this RFP.
- b) Proposals that contain false or misleading statements, or which provide references, which do not support an attribute or condition claimed by the proposer, may be rejected.
- c) Awards, if made, will be to the highest scored responsive proposals. The State reserves the option of contracting with more than one proposer for a subject area should the needs of the State dictate multiple proposers for a particular subject area. A maximum of three (3) contracts per subject area may be awarded.
- d) Proposal Evaluation  
The proposals that meet the minimum qualifications will be evaluated and scored according to the criteria indicated below. A minimum of eighty (80) total points must be achieved in this phase to be considered responsive. (A responsive proposal is one, which meets or exceeds the requirements stated in this RFP.) When the proposal contains more than one work plan, each work plan will be rated separately based on the contents of the work plan and the other proposal components.

<u>Rating/Scoring Criteria</u>	<u>Maximum Possible Points</u>
The proposer meets the minimum qualifications for proposers. (See section B. References will be used for verification)	20
Proposer's proposed work plan compared with the program needs outlined in the RFP subject area descriptions. (additional supporting materials identified in the work plan will not be considered in the rating/scoring process)	20
Proposer's presentation approaches and quality and appropriateness of the materials proposer plans to use.	10
Proposer's experience with and knowledge of California's public mental health and vocational rehabilitation programs/systems, and the local mental health/DOR cooperative programs for employment services for persons with severe psychiatric disabilities.	10
Proposer's knowledge of and experience with psychosocial rehabilitation and recovery model concepts.	10
The cost proposal clearly supports the proposer's work plan to be delivered, and is cost effective.	30
<b>Total Possible Points</b>	<b>100</b>



## 9) Award and Protest

- a) Notice of the proposed award(s) shall be posted in a public place in the Department of Mental Health, 1600 9<sup>th</sup> Street, Room 101, Sacramento, CA 95814 [and on the following Internet site: [www.dmh.ca.gov](http://www.dmh.ca.gov)] for five (5) working days prior to awarding the agreement.
- b) If any proposer, prior to the award of agreement, files a protest with the Department of Mental Health and the Department of General Services on the grounds that the (protesting) proposer would have been awarded the contract had the DMH correctly applied the evaluation standard in the RFP, or if the DMH followed the evaluation and scoring methods in the RFP, the agreement shall not be awarded until either the protest has been withdrawn or the Department of General Services has decided the matter. Protests must be received at each of the addresses stated below not later than five (5) working days after the "Notice of Intent to Award" has been posted.

<p>Department of General Services Office of Legal Services 707 Third Street, 7<sup>th</sup> Floor, Suite 7-330 West Sacramento, CA 95605</p>	<p>Department of Mental Health Contracts Office 1600 9<sup>th</sup> Street, Room 150 Sacramento, CA 95814</p>
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- c) Within five (5) days after filing the initial protest, the protesting proposer shall file with the Department of General Services, Office of Legal Services and the Department of Mental Health a detailed statement specifying the grounds for the protest. Certified or registered mail must be used.
- d) Upon resolution of the protest and award of the agreement(s), Contractor must complete and submit to the awarding agency the Payee Data Record (STD 204), to determine if the Contractor is subject to state income tax withholding pursuant to California Revenue and Taxation Code Sections 18662 and 26131. This form can be found on the Internet at [www.osp.dgs.ca.gov](http://www.osp.dgs.ca.gov) under the heading FORMS MANAGEMENT CENTER. No payment shall be made unless a completed STD 204 has been returned to the awarding agency.
- e) Upon resolution of the protest and award of the agreement(s), Contractor must sign and submit to the awarding agency, *page one (1)* of the Contractor Certification Clauses (CCC), which can be found on the Internet at [www.dgs.ca.gov/contracts](http://www.dgs.ca.gov/contracts).

## 10) Disposition of Proposals

- a) Upon proposal opening, all documents submitted in response to this RFP will become the property of the State of California, and will be regarded as public records under the California Public Records Act (Government Code Section 6250 et seq.) and subject to review by the public.

- b) Proposal packages may be returned only at the proposer's expense, unless such expense is waived by the awarding agency.

#### **11) Agreement Execution and Performance**

- a) Performance shall start on the express date set by the awarding agency and the Contractor, after all approvals have been obtained and the agreement is fully executed. There are no guarantees implied or expressed as to the actual number of days a contractor will receive during the contract period. Should the Contractor fail to commence work at the agreed upon time, the awarding agency, upon five (5) days written notice to the Contractor, reserves the right to terminate the agreement. In addition, the Contractor shall be liable to the State for the difference between Contractor's Proposal price and the actual cost of performing work by another contractor.
- b) All performance under the agreement shall be completed on or before the termination date of the agreement.

#### **D) Preference Programs**

##### **1) Small Business Preference - [www.pd.dgs.ca.gov](http://www.pd.dgs.ca.gov)**

This internet website provides information and procedures for proposers who wish to apply for the small business preference program. Please note that although this preference program is optional, all proposers must submit Attachment 7, "Small Business Identification Questionnaire."

#### **E) Required Attachments**

**Proposers must meet Disabled Veteran Business Enterprise (DVBE) Participation Program requirements to be viewed as a responsive proposer.**

The DVBE Program Requirements (revised version 4/1/03) are attached to this RFP. The purpose of the DVBE Program and additional information can also be found at the Internet web site [www.pd.dgs.ca.gov/dvbe](http://www.pd.dgs.ca.gov/dvbe). Select "DVBE Resource Packet" under "Related Web Sites" for information on locating Certified Disabled Veterans Business Enterprises.

The required DVBE submittal forms are included in the DVBE Program Requirements package attached to this RFP (refer to the Required Attachment Checklist, Attachment 8, page 19). Electronic versions of these forms can be found at the Internet website [www.pd.dgs.ca.gov/dvbe](http://www.pd.dgs.ca.gov/dvbe). Select "Documentation of DVBE Program Requirements form Std. 840/840A, revised 4/03".

**Refer to the following pages for additional Required Attachments that are a part of this agreement.**